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SUPPLY DIVISION WEEKLY REPORT  
PERIOD ENDING 18 JANUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.


II. Items/Events of Major Interest that have Occurred During the Preceding Week:

A. Inventory Control System (ICS) Purification Project:

During the warehouse location validation process currently underway at Central Depot (CD), a system glitch was discovered involving the loss of warehouse locations when materiel is moved to an excess holding allocation. CD/MFB and SMB have met on this problem and are developing procedures to resolve it. As part of Supply Division's ICS purification program prior to the implementation of LIMS, problems similar to the one cited above will, when discovered, be brought to the attention of the applicable activity for corrective action. (U) 


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B. Inventory and Audit Section (IAS), OSB/SD:

On 18 January 1983, the newly reorganized IAS commenced operation at Central Depot. A one hundred percent inventory of Allocation 31 (Medical) materiel at CD is being conducted as a shakedown for the new section and the recently modified inventory procedure. (U) 

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C. Document Disposal:

Approximately thirty cubic feet of old documentation has been disposed of in preparation for moving furniture and filing cabinets to allow the installation of new carpeting in rooms 3G20 and 3G23. (U) 

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D. Colloquial Names:

The Analytical & Catalog Section has agreed, after a meeting with the Office of Communications technicians, to rewrite approximately 200 item descriptions to include a colloquial item name immediately following the approved item name. This will be a continuing program with additional colloquial names added to the item description as they are identified. (U)

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E. Slow & Non-Moving Items:

Supply Management Branch, in its continuing effort to reduce slow and non-moving items, has processed R.I.A.'s for 1385 line items with a total dollar value of \$1,470,908.46 in the past two weeks. The majority of the items are to be placed in the Allocation 16 Agency excess listing. (U)

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III. Significant Events Anticipated During the Coming Week:

Negative.

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CENTRAL DEPOT WEEKLY REPORT

PERIOD ENDING 17 JANUARY 1983

1. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1

[Redacted]

e. Storage and Issue Section Unit II: In coordination with LSD/BSB ninety-two safes for BSB stock were relocated from the Depot to Building No. 5. Shipment consisted of thirty-eight 2-drawer and fifty-four 4-drawer safes. To date, 207 safes have been removed from the Depot - 115 [Redacted] as a stock relocation and the above 38 safes for BSB stock.

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[Redacted]

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[Redacted]

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[Redacted]

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25X1 f. Classification, Repair and Disposal Section (CR&DS): Processed  
25X1 six pallet loads of OTS sensitive technical equipment for secure disposal. All of this materiel had been stored for several years in Section A, Room 113. This area has now been vacated by OTS and is available for other uses.

25X1 g. Vehicle Maintenance: Vehicles - two Chevrolet utility trucks were received and one cargo van was released to the Office of Security.

h. Miscellaneous:

25X1 Furniture Delivery-Participated in joint discussions with LSD/ Building Services Branch regarding furniture deliveries to Agency buildings in the Washington, D.C. area. Effective 17 January 1983, LSD/BSB will assume responsibility for delivery of all furniture, including both metal and wood, safes, system furniture, etc., to Agency components outside of the Headquarters building. Purpose of the meeting was to define responsibilities, establish procedures, paper flow, etc. will provide a 10-ton truck and staging area within the Depot for materiel that is being released from stock, coming from Lot Storage or through Receiving on direct delivery. Building Services Branch will provide a truck driver and laborers for handling materiel. A back-up driver will be on call from Freight Traffic Branch in case of emergencies. Building Services Branch will schedule deliveries to the respective Agency buildings and coordinate pickup of materiel from the Depot with the Materiel Facilities Branch.

25X1 CPR Training-A CPR training course is scheduled to commence 17 January 1983 for Depot personnel. Training will be conducted over a four day period and will consist of one all-day session Monday and then two-hour sessions each day Tuesday through Thursday. Follow on courses will be scheduled at a later date.

25X1 i. Addendum: A forklift training class is scheduled to begin on Monday, 17 January 1983. Six students have been enrolled for the 1 1/2 day session. New Depot employees and one OL careerist, scheduled for an overseas assignment, have been enrolled in the course. Films pertinent to forklift operations were shown to 56 Depot employees on Wednesday, 12 January 1983 as part of a refresher course and to promote safety in forklift operation.

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j. Receiving Branch: A meeting was held with [REDACTED], BSB, on 12 January 1983 to discuss a new procedure for receiving furniture for BSB. This procedure will be implemented on 17 January 1983. [REDACTED]

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k. Small Purchases Section (SPS): SPS received requisitions for 472 line items and processed receiving documents for 428 line items. Expenditures for this period were \$60,458.53. [REDACTED]

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